DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:
1080
MI

1 0 OCT 2001

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) SOFTWARE RELEASE
       (SR) NOTICE 2-01

Encl: (1) MCTFS SR Notice 2-01

1. The enclosure is provided for prompt distribution by the Manpower Information System Support Offices (MISSO) to reporting units and intermediate commanders.

2. Request the Fiscal Director of the Marine Corps (Code RFL) distribute this Notice to all Disbursing Symbols.

3. This Notice is directive in nature and is an interim, unnumbered change or revision to MCO P1080.40 (MCTFSPRIM). All organizations that submit unit diaries are required to maintain this Notice until such a time as the changes are incorporated into the MCTFSPRIM. This Notice contains operating instructions and guidance that affects personnel and pay matters for all officers and enlisted Marines.

C. L. GROTZKY
By direction

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MCTFS SOFTWARE RELEASE NOTICE 2-01

Ref: (a) MCO P1080.40C (MCTFSPRIM)
       (b) MCO P1080.20M (MCTFSCODESMAN)
       (c) DFAS Kansas City MO msg 020745Z Oct 01

Encl: (1) MCTFS SUPPLEMENT
       (2) UD/MIPS SUPPLEMENT
       (3) OPERATIONAL DATA STORE ENTERPRISE (ODSE) SUPPLEMENT
       (4) DFAS SUPPLEMENT

1. **BACKGROUND**. This Software Release Notice provides information to personnel and pay communities regarding changes to the Marine Corps Total Force System (MCTFS). Changes described in this Notice are effective with the implementation of Software Release (SR) 2-01.

2. **GENERAL**. This MCTFS Software Release Notice is directive in nature and is an interim, unnumbered change to references (a) and (b), the MCTFSPRIM, MCTFSCODESMAN, and may affect other manuals; e.g. APSM. **All active and reserve reporting units and all HQMC agencies that report unit diaries are required to maintain this NOTICE until such time as the changes are incorporated into these manuals**.

3.   **ACTION**. The following procedures must be adhered to in order to support the Software Release schedule outlined in reference (c).

   a. The last reserve and active duty unit diaries must be prepared under current programs and must be certified and transmitted no later than 1800 Wednesday, 17 October 2001, central time. U&E will be changed accordingly and the field will be notified under separate cover. The common transaction layout within SR 2-01 will prevent diaries and payrolls in the old format from being recognized. **Transactions under the 1-01 format are not to be submitted and will not be pulled into the MCTFS cycle for processing**.

   b. Unit diaries prepared on UD/MIPS must be submitted to the jurisdictional MISSO in sufficient time to process in the last cycle under the SR 1-01 programs. The timely distribution of the new UD/MIPS software by the local MISSOs will allow for the submission of unit diaries by UD/MIPS users as soon as all SR 2-01 programs are in place.

   c. Units are not to begin diary input under the SR 2-01 programs until notified by the local MISSO. The SR Notice may also be downloaded from http://www.missa.manpower.usmc.mil/. Updates to SR Notice will be posted to MISSA Website under "SR 2-01 Info".

   Specific reporting instructions are contained in enclosures (1) through (4).

MCTFS SUPPLEMENT

1. **MODIFY LENGTH OF ENLISTMENT FOR ACTIVE DUTY REENLISTMENTS.**
Reporting of reenlistments (TTC 004 000) will now allow the reporting of the enlistment length to be expressed in both years and months for authorized active duty reenlistments for the Selective Reenlistment Bonus Program (SRB) per MARADMIN 436/00. The reportable number of years will be '1 through 6' and the number of months will be '00 through 11'. The number of months reenlisted will not be valid for Reserve Marines and reporting the number of months equal to zeros will be required.

    a. The "number of months" new data element will be created within MCTFS titled 'CURRENT-ENLIST-LENGTH-MTH-QY' and will be displayed on the 'ENLM', 'RECS', and 'TBIR' Screens.

    b. To report authorized reenlistments in years and months, TTC 004, **sequence 000 only,** report as follows:
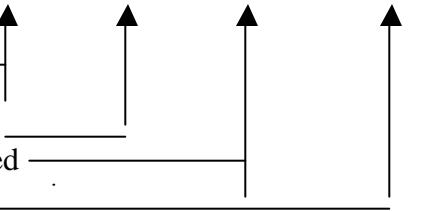
TTC 004 000   REENL_____YRS___**MO**____ENL_____|

4-byte separation code _____
(first three bytes must be 'KHC')
1-byte number of years reenlisted _____
2-byte number of months reenlisted ──────────
3-byte number of reenlistment _____

NOTE: For Marines not authorized reenlistment for the SRB in additional months, report number of months as zeros.

    c. If previously reported incorrectly or to correct the record after posting, a new sequence has been created for Length of Enlistment. Report as follows:

TTC 155 001   LENGTH ENL____MONTHS

2-byte number of months enlisted _____

2. **DIARY FEEDBACK REPORT PART IV.** The DFR will be modified to have a fourth paragraph (Part IV). Part IV of the DFR will contain those transactions that are determined to be of general information and do not constitute administrative actions. Examples of general information include Individual Elections made via EMSS, Security Clearance Info, and Zero Composite Scores as a result of PFT or Rifle. MCI information will be moved to Part IV during SR 1-02, scheduled for April, 2002.

3. **TRACK RESERVE UNEXCUSED ABSENCES.** The purpose of this project is to provide added visibility to reservists who are absent from drills without excuse, specifically those reservists who accumulate nine or more Unexcused Absences within any 12-month period. This capability will prevent MGIB-SR benefits from being credited to ineligible Marines, suspend

MGIB-SR eligibility when required, and stop both SGLI and Family SGLI when required. (For more information regarding Family SGLI, please refer to the DFAS Supplement within this Software Release Notice.) A counter will be created in order to provide a better method of tracking Marines who are accumulating unexcused absences from drills. The first will count the number of unexcused absences from drills that an SMCR Marine accumulates during the past 12 months. The new counter will be displayed on the MCTFS RT04 screen. Additionally, the absence information will be used by HQMC to gauge the morale of various reserve units, and will ensure that units are submitting Unsatisfactory Participants for separation in a timely manner.

4. **INCREASE TOTAL INACTIVE DUTY POINTS CREDIT FROM '75' TO '90' POINTS.**

Effective 1 October 2000, ATP's (Additional Training Periods) limits were adjusted to allow more than 12 ATP's, but not more than 30 per fiscal year. RMP's (Readiness Management Periods) limits were adjusted to allow more than 24 RMP's but not more than 30 per fiscal year. The combination of ATP and RMP periods is not allowed to exceed 54 per fiscal year. Additionally, effective 30 October 2000, the maximum amount of Inactive Duty points creditable for retirement was increased from '75' to '90'. Funeral Honors Duty points are still exempt from the maximum. An implementation utility will re-calculate existing retirement point information and update the MCTFS record.

5. **OTHER SERVICE CORRESPONDENCE COURSES.** All reporting units may now report correspondence courses taken from branches of the Armed Forces other than the Marine Corps.   Previously, it was a CMC reportable entry only.

6. **ALLOW RESERVES THE CAPABILITY TO REPORT NJP.** All Reserve Reporting Units will now have the capability to report TTC 268 (NJP AWD).

7. **FAIL REQUEST RETIREMENT WITHOUT REQUIRED YEARS IN SERVICE.**
The below TTC's have been modified to fail when the Marine does not have enough active service time to retire. Previously, this entry would post erroneously when reported without the required active service time. Transactions affected are:

    TTC 773 000 REQ RET___PDD____|
    TTC 773 001 REQ RET___MCC___PDD___|
    TTC 773 003 REQ FMCR___PDD____|
    TTC 773 004 REQ FMCR___MCC___PDD___|

8. **CHANGE TO THE GENERATION OF ERROR/ADVISORY MESSAGES WHEN START OR STOP QUARTERS IS REPORTED BY HOUSING OFFICES.** When Start or Stop Quarters is reported by Marine Corps Housing Offices (RUC 590XX), important error/advisory messages generated from the transaction will be forwarded to the member's Administrative Reporting Unit in addition to the Transaction Reporting Unit.

9. **MODIFY THE DMR.**   The DMR will now be referred to as the TMR (TIMELINESS MANAGEMENT REPORT) and will be an improved tool for the Administrative Reporting Units to measure unit timeliness. The timeline for the TMR has been modified to 0-5, 6-15, 16-30, 31-45, 46-60 and 60+ days**.** The signature block has been deleted, as a signature is no longer a requirement. Specific changes to the TMR will be posted to the MISSA Website.
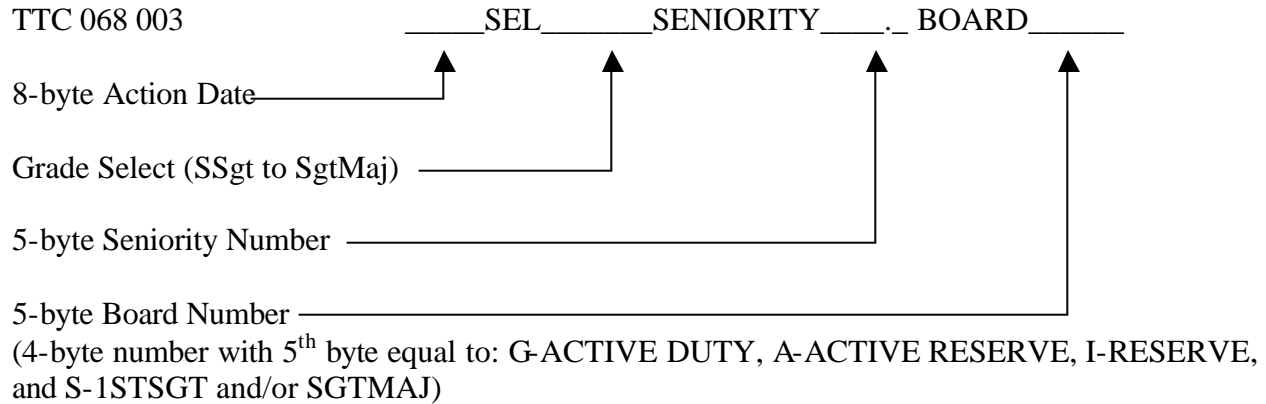
10**. RECALCULATE RESERVE TOTAL CAREER RETIREMENT POINTS UPON RETIREMENT.** The calculation process of reserve retirement points sent to the Defense Retiree and Annuitant System (DRAS) has been modified.   This will prevent discrepancies between the MCTFS total and the DRAS total. Additionally, a utility will recalculate Total Career Retirement Points.

11. **PRESENT TOUR CONTROL FACTOR REPORTING.** Command RUCs will be allowed to report TTC 181 000 (PTCF).

12. **T/O AND T/O LINE NUMBER REPORTING.** The reporting of TTC 499, sequences 004 and 021, has been modified where the fifth byte must be reported as a blank or alpha character. This will facilitate the process of printing T/O reports in accurate sequential order. Previously, the four-byte T/O line number would have been reported as 01025, but now must be reported as 1025_ with the fifth byte left blank or containing an alpha character.

13. **INTENDED TRANSFER DATE FOR RESERVISTS.** The transaction Intended Transfer Date (TTC 402) can now be reported by HQ RUCs 548XX and reserve RUCs. When reporting active duty records, only 548XX will be allowed to report TTC 402. Reserve joins are being modified to calculate and post intended transfer date for SNCO's and Officers. Additionally, a Purex advisory will alert reserve units when members are about to exceed their tour limitation.

14. **ENHANCEMENT TO SNCO PROMOTION PROCESS.** A new sequence has been added to Grade Select (TTC 068 003) for Headquarters (MMPR) to report the Grade Select information for Staff NCOs as well as their Seniority Number and Board Number. Once this information is posted in the MCTFS record there will be an automated process that will generate the promotion transaction for those members who meet seniority requirements. If the select grade is reported for a Marine using the remedial selection process and the Marine's Seniority Number falls between 0001.0 and 0002.0, their number will be 0001.1. Once this entry has posted, the SELECTED-GRADE-DATE field in the MCTFS should be set to zeros. Headquarters, MMPR, will report the Grade Select information for Staff NCOs as follows:

TTC 068 003 _____SEL_____SENIORITY____._ BOARD_____

8-byte Action Date⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯▲

Grade Select (SSgt to SgtMaj) ⎯⎯⎯⎯⎯▲

5-byte Seniority Number ⎯⎯⎯⎯⎯⎯⎯▲

5-byte Board Number ⎯⎯⎯⎯⎯⎯⎯⎯▲
(4-byte number with 5th byte equal to: G-ACTIVE DUTY, A-ACTIVE RESERVE, I-RESERVE, and S-1STSGT and/or SGTMAJ)

a. A new SNCO PROMOTION MENU, has been created for HQMC only. Once certified, the number of selected (and not yet promoted) members with the lowest board and then seniority numbers for that grade will have GRADE SELECT DATE posted to the record. As part of this process, a Select Grade date will not be posted for records of Marines who have been separated, promoted to an officer grade, approved for retirement, or have been reduced in grade since the precedence number was assigned. Instead, their seniority number will be changed to 9999.9.

b. For a record selected by this process, a DFR entry will be generated to the Marine's unit stating that the Marine is to be promoted on the select grade date and will show that date. Commanders will need to report 'PROMOTION RESTRICTION STATUS CODE' when necessary. If a 'PROMOTION RESTRICTION STATUS CODE' is reported, the grade select date will be deleted, and the seniority number will be changed to 9999.9. If a Marine is not eligible, based on the aforementioned edits, a DFR entry will be generated to MMPR informing them that the Marine is no longer eligible for promotion.

c. A promotion to E6-E9 will automatically be generated when a Select Grade Date is equal to the first day of the current month. This process will take place prior to the first U&E of the month.

d. Two new data elements on the 'GRAD' Screen have been created as follows:

(1) STAFF SENIORITY NUMBER: XXXX.X

(2) STAFF BOARD NUMBER: XXXXX

15. **ALLOW RESERVE FUTURE RUC REPORTING BY HQMC (RA).**
Headquarters (RA) will now have ability to report the following:

TTC 172 001   FUTURE RUC <u>XXXXX</u>

5-byte RUC⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯▲

16. **TERM DATE FOR DRAW CASE CODES.**   The transaction for reporting Draw Case Code (TTC 251 001) will no longer post with an expired termination date. If the termination date is not in the future of the diary date then this transaction will fail. Reporting a release from active duty, Drop SPD (TTC 378) will blank out the Draw Case Code and post zeros to the termination date.

17. **MODIFICATION TO ASVAB PROCESS.** The transaction for reporting ASVAB (TTC 271) is now reportable by HQMC only. The ASVAB 'raw' scores will be deleted and the 'RAW SUBTEST' and 'DEPOT' fields located on the 'TEST SCORES' screen in MCTFS will also be deleted. The ASVAB Composite Scores will however remain within MCTFS. For the ASVAB Composite Scores only, report as follows:

TTC 271 000   ASVAB_____VER____GT____MM____EL____CL____|

8 byte Test Date
(YYYYMMDD)

3 byte Version/Form Number

3 byte Test Score

3 byte Test Score

3 byte Test Score

3 byte Test Score
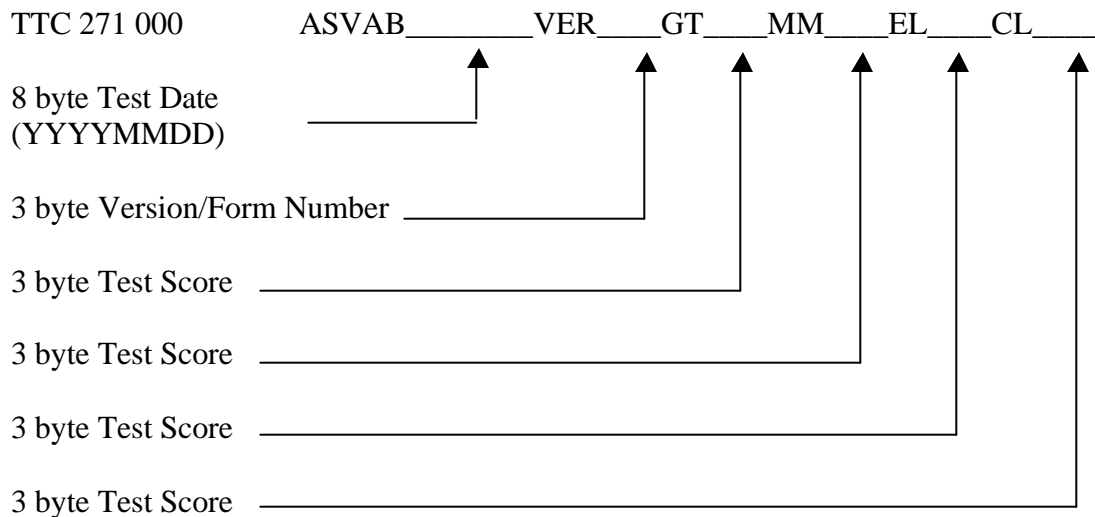
UD/MIPS SUPPLEMENT

1. The following is a list of pre-existing software deficiencies that have been corrected:

   a. **PERSONNEL TEMPO REPORT.**   This report was calculating incorrectly by including the last day of a deployment in the computation. Only nights away from home are counted as Pers Tempo Days; therefore, the report was modified to not include the last day of a deployment when performing the computation.

   b. **UD BLANK GROUP TRANSACTION.**   This problem identified a deficiency with the Group Transaction in the Diary module. The program was allowing users to apply Group transactions to a Unit Diary without assigning a TTC. The program was modified to ensure that when any diary transaction is created a TTC must be selected.

   c. **INTELLIGENT FORMS – NAVMC 3.**   This problem identified a deficiency with the Leave Authorization form (NAVMC 3), located in the Intelligent Forms Module of UD/MIPS. If the user attempted to add a leave transaction to the Tickler File, then decided to cancel the transaction, the program would return a UD/MIPS System Error # 2 and UD/MIPS would be terminated. The program was modified to return users to the previous screen upon canceling a Leave Transaction added to the Tickler File. Additionally, in the MCTFS Reporting Information section of the NAVMC 3, when the user entered the Hour and Date of Departure and the Hour and Date of Return, the program was returning a Data Window error and not allowing further processing of the leave form. The program was modified to automatically populate the number of days and inclusive dates in the Unit Diary Computation – Inclusive Dates section of the NAVMC 3 form after the user has entered the proper Hour and Date of Departure and the Hour and Date of Return without error.

   d. **TICKLER FILE – SECTION TABLE RESET.**   This problem identified a deficiency with the Section Table of the Tickler File. When a new Tables Trecon was reconciled, the program would reset any previous user defined Sections within the Tickler File Module. This caused the user to create new Sections. The program was modified so that upon reconciliation of the new Tables Trecon, the Sections previously created would not be reset.

   e. **UDMIPS.CAT FILE NOT BEING REPLACED.**   This problem identified a deficiency when loading UD/MIPS SR 1-01 over UD/MIPS SR 2-00. When loading SR 1-01 over SR 2-00, the program was not replacing the existing Udmips.cat file with the new Udmips.cat file from the current software release. The Udmips.cat file is the Impromptu Catalog. The program was modified to replace the Udmips.cat file when loading the new software over the old.

   f. **TICKLER FILE MODULE – ADDING A TRANSACTION TO A UD.** This problem identified a deficiency when adding a Tickler Transaction created for TTC 088 to a Unit Diary. When the user created a Tickler Transaction using TTC 088 (Depn Add), then tried to add this Transaction to a Unit Diary, the program would return a System Error UD/MIPS window with the error message "Data can not be all spaces". The program was modified to complete the processing when adding a Tickler transaction for TTC 088 to a Unit Diary without error.

g. **INTELLIGENT FORMS – SMCR CERTIFICATE.** This problem identified a deficiency with the Selected Marine Corps Reserve Certificate located in the Intelligent Forms Module. When the form was printed, a line was not provided for the CO's signature.   The program was modified to provide a line above the CO's name for signature.

2. The following functionality was added to the UD/MIPS software as a result of a TFS software modification:

a. **DIARY FEEDBACK REPORT PART IV.**   Refer to Enclosure (1) for reporting instructions. Other advisories that might be of interest, but still required no action by RUC's were moved to the new Part IV of the EDFR. Additionally, Part IV was added to the Section Report within the EDFR module.

b. **TRACK RESERVE UNEXCUSED ABSENCES.**   Refer to Enclosure (1) for reporting instructions. The following Functionality has been added to UD/MIPS:

(1) Added a new data element, UNEXCUSED_TWELVE_MTH_COUNTER_QY, to the CUDDB.

(2) In the MIPS Module, View Members Reports, the "Drill/Retirement Points" report was renamed to "Reserve Data".   Additionally, the data displayed on Page 1 for this report was moved to Page 2. Below are the data elements added to Page 1 of the Reserve Data report:

> PRESENT_GRADE_CODE
> PRESENT_GRADE_CODE_EFFECTIVE_DATE
> RESERVE_UNIT_JOIN_DATE
> DATE_JOINED_SMCR
> CURRENT_TOUR_BEGIN_DATE
> CURRENT_ACTIVE_DUTY_BEGIN_DATE
> DATE_ENLISTMENT_OR_ACCEPTANCE
> UNEXCUSED_TWELVE_MTH_COUNTER_QY
> MONTGOMERY_RESERVE_GI_BILL_FLG
> PRIOR_ANNIV_RETMNT_PT_CORR_FLG
> REG_DRILL_AUTHORIZED_FISCAL_YR
> MAND_DRILL_PARTIC_START_DATE
> MAND_DRILL_PARTIC_STOP_DATE
> MANDATORY_REMOVAL_DATE
> ANNIVERSARY_DATE
> TOTAL_CAREER_RETIREMENT_POINTS
> TOTAL_QUALIFYING_SERVICE
> TOTAL_SATISFACTORY_YEAR
> TWENTY_YEAR_LETTER_FLAG
> TWENTY_YEAR_LETTER_EFF_DATE
> CRCR_CERTIFICATION_DATE

(3) In the MIPS Module, MIPS Reports, a new report, "RMGIB UA" was created. The report is located under the Reserve Folder. The report will display all records with nine or more unexcused absences within a 12-month period.

c. **T/O AND T/O LINE NUMBER REPORTING.** Refer to Enclosure (1) for reporting instructions. This SCR created an up-front edit for TTC 499 sequences 004 and 021 to only allow a blank or alpha character in Byte 5 of the T/O Number or T/MR Line Number. If the input is not blank or alpha, an advisory message reading, "Byte 5 of the transaction must be blank or A through Z" will be displayed to the user.

d. **ENHANCEMENT TO SNCO PROMOTION PROCESS.** The added functionality is described as follows:

(1) Two new data elements, STAFF_SELECTION_BOARD_ID and STAFF_SELECTION_SENIORITY_ID, were added to the UD/MIPS, CUDDB and to the Impromptu Catalog. For Impromptu, these data elements are located in the Personnel Information Folder of the CUDDB.

(2) A new report, named SNCO BOARD, has been created and placed in MIPS Reports, under the Promotion Folder. This report will provide users the capability to filter by all personnel, Company, or Company/Platoon. Additionally, the report will further allow sort capabilities on the Last Name and SSN, and Unit Sort on Company and Company/Platoon.

(3) In MIPS, View Members, on the Service report, a new Tab (Page 4) was created. Grade Select, rade Select Date, Seniority Number, Selection Board Number data fields were added to this page that will provide visibility of pertinent data to the SNCO promotion process.

e. **ALLOW RESERVE FUTURE RUC REPORTING BY HQMC (RA).** Refer to Enclosure (1) for reporting instructions. An up-front edit has been placed in UD/MIPS that will restrict RUC's other than HQMC RUC's from reporting this TTC.

f. **TERM DATE FOR DRAW CASE CODES.** Refer to Enclosure (1) for reporting instructions. An up-front edit in the form of an advisory message will be displayed when a termination date is less than or equal to the Diary date.

g. **MODIFICATION TO ASVAB PROCESS.** Refer to Enclosure (1) for reporting instructions.

(1) All ASVAB 'Raw' score and Depot Comp Data Elements were deleted from the CUDDB, Personnel_Test_Information folder in Impromptu.

(2) The following data elements, located in the CUDDB, Personnel_Test_Information folder in Impromptu, were modified:

ASVAB Test Type Form Number was renamed to ASVAB Ver Number ID.
Armed Srv Voc Apt Bat Test Dt was renamed to ASVAB Test Date.
Depot Comp General Tech was renamed to ASVAB Comp General Tech QY.

Enclosure (2)

Depot Comp Mech Maint was renamed to ASVAB Comp Mech Maint QY.
Depot Composite Clerical was renamed to ASVAB Comp Clerical QY.
Depot Composite Electronics was renamed to ASVAB Comp Electronics QY.

h. **THRIFT SAVINGS PLAN.** Refer to Enclosure (4) for reporting instructions. The following functionality was added to the modules of UD/MIPS:

(1) **Impromptu Module**: The below new data elements were created and added to the CUDDB Remarks Flags Folder of Impromptu:

TSP Election Flag Code
TSP Payment Flag Code
TSP Loan Flag Code
Reserve TSP Election Flag Code
Reserve TSP Payment Flag Code

(2) **MIPS Module**: In MIPS, View Members, on Page 1 of the Pay/Dependent Report, in the Remarks Section, two new fields were added, Active TSP and Reserve TSP. The Active TSP field will display the data contained in the TSP Election Flag Code and the Reserve TSP field will display the data contained in the Reserve TSP Election Flag Code described above.

i. **FAMILY SGLI.** Refer to Enclosure (4) for reporting instructions. The following functionality was added to UD/MIPS:

(1) **MIPS Module:** In View Members, View Reports, and Record of Emergency Data, the field "Spouse SGLI Election" was added to the Page 5 Tab. This field will be populated with the amount of coverage elected for the Spouse SGLI.

(2) **Impromptu Module:**

(a) The data element "Spouse Election Code" was added to Impromptu.

(b) A new look-up table 60, "LK Family SGLI," was added.

3. The following functionality was added to UD/MIPS software:

a. **EDFR ENHANCEMENTS.** The following functionality was added to UD/MIPS:

(1) **Common Utilities module:** The assigning of FAR's and Work Groups was removed from the EDFR module. Users will now assign Sections within the Common Utilities module.

(2) **Diary Feedback Report (DFR) module:** The following functionality has been added to the DFR module:

(a) Users will now have the ability to line out a note that was previously assigned to a DFR transaction. Users will highlight the note that they wish to lineout, click the right button of

the mouse and select "line out".   The highlighted portion will be lined out with a line and text will be added with the message, "Line Out by *User Name* on *Current System Date*".

        (b) Users will now have the ability to apply a Section to one or more DFR transactions. Once a Section is applied the DFR transaction will be visible for that Section when filtered. Note: The DFR transaction will still be visible when either no section filter is selected or when the TTC has been assigned to a Section. The user will apply the Section with either the DFR transaction screen or Multiple Transaction Screen.

        (c) Users will now have the ability to add advisory TTC(s) to the TTC list for the Section filter within the DFR module.

        (d) Users will now have the ability to Cut, Copy, and Paste from the Menu bar within the EDFR module.

  b. **FRONT-END EDITS.** Edits were placed on the following TTC's and sequences within UD/MIPS:

    (1) TTC 121 000 __COMBAT HIST FR__TO_x_OPS__LOC__

An edit was placed in the TO prompt that will not allow the user to input a TO-DATE, that is future dated past the Date of Action (DOA) of the Unit Diary being prepared.

    (2) TTC 140 000 __AWD__DEV__FR__TO_x_ED__

An edit was placed in the TO prompt which will not allow the user to input a TO-DATE, that is future dated past the Effective Date (ED).

    (3) TTC 297 001 __CR HFP__ _x_TO__

An edit was placed in the FROM-DATE prompt that will not allow the user to input a FROM-DATE that is future dated past the Date of Action (DOA).

    (4)   TTC 297 001 __CR HFP__ _x_TO__

An edit was placed in the FROM-DATE prompt which will require the FROM-DATE to equal the first day of the month.

    (5) TTC 297 001 __CR HFP__ __TO_x_

An edit was placed in the TO-DATE prompt that will not allow the user to input a TO-DATE that is future dated past the Date of Action (DOA).

    (6) TTC 297 001 __CR HFP__ __TO_x_

An edit was placed in the TO-DATE prompt that will require the TO-DATE to equal the last day of the month.

(7) TTC 419 001 __PTCD__IMOS_x_

An edit was placed in the IMOS prompt that will require the 5th digit of the Intended MOS to be an 'A' or 'B'.

(8) TTC 419 001 __PTCD_x_IMOS__

An edit was placed in the PTCD prompt that will require the Projected Training Completion Date to be greater than the Date of Action (DOA).

(9) TTC 422 000 __DEPLOY STAT__DRD_x_

An edit was placed in the DRD prompt that will require the Deployment Return Date(DRD) to be '0' if Deployment Stat Code(DSC) equals '0'.

An edit was placed in the DRD prompt that will require the Deployment Return Date (DRD) to be greater than the Date of Action (DOA) if the Deployment Stat Code (DSC) is equal to '1', '3', or '5'.

An edit was placed in the DRD prompt that will require the Deployment Return Date (DRD) to be equal to the Date of Action (DOA) if the Deployment Stat Code (DSC) is equal to '2', '4', or '6'.

(10) TTC 485 000 __RIFLE QUAL__ _x_

An edit was placed in the Rifle Score prompt that will require the 1st byte of the 3-byte Rifle Score field to be an 'S' unless the input is from a Depot, TBS, or HQMC RUC.

(11) TTC 800 000 __TO ACDUTRAG__TO_x_TYPE__RUC__

An edit was placed in the End Date prompt that will require the Date of Action (DOA) to be at least one day prior to the End Date.

(12) TTC 801 000 __COMPL ACDUTRA__TO_x_TYPE__FLAG__

An edit was placed in the End date prompt that will not allow the Date of Action (DOA) to be less than the TO-DATE.

(13) TTC 815 001 __INIT SCREENING COMPL_x_RESULTS__

An edit was placed in the COMPL prompt that will not allow the Screening Completed date to be greater than the Date of Action (DOA).

(14) TTC 273 001 __MGIB_x_ED__

An edit was placed in the MGIB qualifier prompt that requires it to equal 'P' or 'N'.

c. **ELSIG MODULE PROFILES.** The following functionality has been added to the ELSIG Module:

(1) ECO's/CO's will have the ability to create a List of TTC's and assign this list to an ELSIG. This will restrict the ELSIG to certifying, preparing, reviewing or viewing UD's only for the TTC's assigned to the TTC list. Additionally, an ECO or CO may grant authority to an ELSIG that will allow modification of the TTC list.

(2) ECO's and CO's will have the ability to Suspend/Un-Suspend ELSIGs.

(3) ECO's and CO's will have the ability to restrict ELSIGs to specific RUC's and or Sections.

(4) ECO's and CO's will have the ability to reset ELSIGs. Printing of the ELSIG/SEED is available when the ELSIG is created or Reset.

(5) ELSIGs will be automatically suspended if the user has not logged into UD/MIPS within the last 75 days.

(6) ELSIGs will be automatically suspended if the user has not changed their seed within the last 61 days.

(7) Users will receive the following advisory message if they fall into either of the 2 categories identified above; "**USER-NAME** IS SUSPENDED, SEE YOUR ECO".

(8) A new report has been created that will assist CO's and ECO's in the maintenance of ELSIGs. This report will be printable and will display the Name, SSN, Type of ELSIG, Date Created, Date Changed, Grade, Comp, and RUC for all personnel assigned an ELSIG.

(9) The Import and Export ELSIGs option was modified to support the changes made to the ECO ELSIG within this SCR. This will allow ELSIGs exported under the old software to be imported into the new software. ECO's may need to change/modify ELSIG access as necessary.

d. **ARMS to UD/MIPS.** The primary purpose of this project is to migrate current Automated Recruit Management System (ARMS) functionality into UD/MIPS. A large portion of the functionality created by this project will not be addressed in this Release Notice due to the fact that this functionality will only be available to the ARMS user community. ARMS users will receive detailed instructions and guidance via separate correspondence that will cover the functionality not included in this Release Notice. **The following functionality was created which can be used by all UD/MIPS users**.

(1) Created a TFS Master CUDDB, which contains a subset of the CUDDB data elements however, the population of records will include all active, retired, and reserve personnel. Use of the TFS Master CUDDB include, but is not limited to, Inbound Rosters, pre-populating TTC's when the SSN is not found on the CUDDB, and limited research capability. The TFS Master

CUDDB data elements are listed in Appendix A. The TFS Master CUDDB dataset will be available for download via Common Utilities, Tools, Reconcile, and type- in the dataset name. The data set name for the TFS Master CUDDB will be provided by your supporting MISSO.

   (2) Two Program Enlisted For (PEF) code types were created, they are, Bonus PEF and College PEF. Drop down lists were added to each PEF TTC to display the appropriate PEF codes for each PEF type. The codes will be displayed on the TBIR and the MIPS BIR. Report as follows:

TTC 153 001   BONUS PEF _____|

2-byte PEF code ⸺⸺⸺⸺⸺⸺⸺

TTC 153 002   COLLEGE FUND PEF _____|

2-byte PEF code ⸺⸺⸺⸺⸺⸺⸺
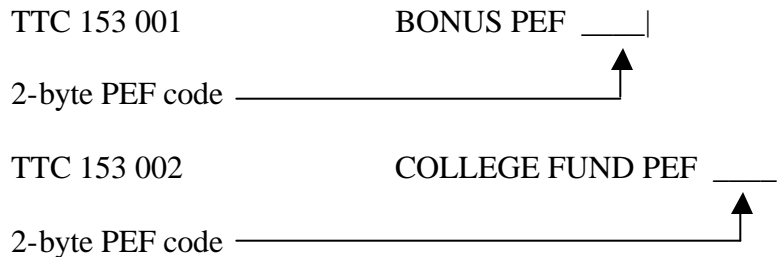
   (3) The TTC 410 000 has been modified to expand EDA to an 8 byte date. For all EDA's currently that are not expired, an implementation utility will populate '01' to the day field on MCTFS. Report as follows:

TTC 410 000   IMCC_____EDA_____|

3-byte intended MCC ⸺⸺⸺⸺
8-byte EDA ⸺⸺⸺⸺⸺⸺
(YYYYMMDD)
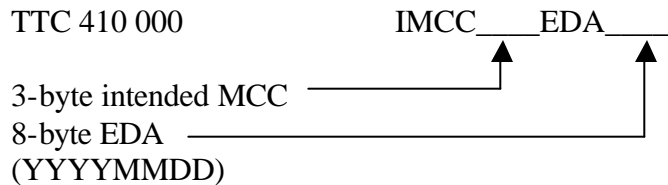
   (4) The TTC 391 000 has been modified to be reportable by all units. This TTC is still required to be reported with a drop to desertion transaction. However, all units can report this transaction at any time. This information will be displayed on the new D159 remark, and added to the Impromptu catalog under the lookup code table 'LK Hair Color' and 'LK Eye Color'. Report as follows:

TTC 391 000   STAT HT ___ WT ___ HAIR ___ EYES ____|

3-byte height in inches
(i.e., '65' or blanks)
3-byte weight
(must be '100' through '350' or blanks)
5-byte hair color
(i.e., 'BALD', 'BLACK', 'BLOND', 'BLONDE', 'BROWN',
'GRAY', 'RED', 'WHITE', 'SILVER', 'AUBURN', 'UNK'
(UNKNOWN), BLANKS
6-byte eye color
(i.e., 'BLACK', 'BLUE', 'BROWN', 'GRAY', 'GREEN', 'HAZEL', 'VIOLET', BLANKS)

NOTES: Do not enter blanks for deserters in the hair and eye color fields. UD/MIPS will contain a drop-down menu for hair and eye colors.

      (5) TTC 494 002 has been created to report whether a Marine is left or right handed. This information will appear in the new Dl59 remark. Report as follows:

TTC 494 002   L/R HANDED ___|

1-byte 'L' or 'R' ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯
(left or right)

      (6) Within MIPS Reports, users will be able to print the RED by company or platoon.

      (7) In the Unit Diary Module, Platoon and Company Code were added to the volume update screen to enable filtering on these fields.

      (8) In the Intelligent Forms Module, Platoon and Company Code were added to enable filtering on these fields.

    e. **GENERIC IMPORT OPTION.** Functionality was created that allows external data to be imported into the Unit Diary Module to create Diary Transactions. A common transaction layout is available via the MISSA website at http://www.missa.manpower.usmc.mil. A Transaction Import option was created in the Unit Diary Module under the Tools menu bar. Units that desire to create additional transaction layouts should contact their servicing MISSO for further guidance. Once the file is imported, all transactions will be displayed in the Transaction Import Window. Additionally, all exceptions will be noted in the Transaction Import Window. Exceptions are defined as transactions that have failed import edits and will not be written as a Diary transaction. From the Transaction Import Window, transactions can be written to a Unit Diary or the Tickler File.

    f. **IMPROMPTU UPGRADE.** An upgrade to the current version of Cognos Impromptu was made to Impromptu version 6.0. With the NMCI initiative approaching, which will mandate the operating system for all Marine Corps users to be Windows 2000, it was necessary to upgrade UD/MIPS Impromptu to version 6.0.

    g. **CONVERT UDMIPS TO ORACLE 8I DATABASE.** The UD/MIPS Oracle server database version 7.3.4 was converted to version 8I during SR 1-01. There is also known incompatibility issues with Oracle version 7.3.4 running on the Windows 2000 operating system, which makes this conversion necessary. The minimum requirements have increased to Pentium II, 266mhz with 128mb RAM as a result of Migrating to Oracle 8i.

    h. **CONVERT TO WINDOWS.** The purpose of this project is to ensure that all of the functionality within UD/MIPS operates normally when installed on computers with Windows 2000 as the operating system. As a result UDMIPS will only be supported by Windows 2000 and NT.

ODSE SUPPLEMENT

1. **ODSE.**   The narrative list of changes to the Operational Data Store Enterprise for Software Release 1-01 are located at the following web sites.

    a. Albany: https://smarts.matcom.usmc.mil/

    b. Camp Butler: https://smarts.okr.usmc.mil/

    c. Camp Lejeune: https://smarts.lejeune.usmc.mil/

    d. Camp Pendleton: https://smarts.cpp.usmc.mil/

    e. MCB Hawaii   https://smarts.mcbh.usmc.mil/

    f. Kansas City: https://smarts.kct.usmc.mil/

2. A listing of changes made to SR 2001-01-00 is located under the "ODSE" header on the MISSA web site http://www.missa.manpower.usmc.mil.

Enclosure (3)

DFAS SUPPLEMENT

1. **THRIFT SAVINGS PLAN (TSP).**   Service members now have approval to participate in this long-term retirement savings and investment plan.   (For detailed information, MARADMIN 423/01; PAAN 46-01/RPAAN 47-01; and the MISSA web site.)

INDIVIDUAL'S RESPONSIBILITY.   On 9 October 2001, Marines who elect to participate may enroll in TSP by accessing their DFAS/EMSS account via http://www.dfas.mil/emss (sample EMSS account screens are available on the MISSA web site http://www.missa.manpower.usmc.mil/SR2-01Info.htm) or by calling the Interactive Voice Response System or IVRS. You can call toll free at 1-877-DOD-EMSS (1-877-363-3677) or commercial (912) 757-3119. Individuals needing assistance to establish a temporary Personal Identification Number (PIN) through DFAS/EMSS can call the EMSS Customer Support Unit (CSU) at 1-800-390-2348 or (216) 522-5122 between the hours of 7:00 am and 7:00 pm (EST) Monday through Friday. Individuals may also complete the election form (TSP Form U-1), available to download and print from the Marine On Line website at https://www.mol.usmc.mil or via link from the MISSA website. (This form may also be obtained and completed at the unit administrative office).   Marines may also contact the National Finance Center (NFC) directly, via the Internet a http://www.tsp.gov, or the Thrift Line at (504) 255-8777 to establish an account and PIN. The TSP record keeper (NFC) will notify the Marine when the account is established, and the TSP PIN will be included as a part of the notification package.   <u>Once the Marine has received account notification and a PIN, individuals may request an Investment Allocation Form (TSP-U-50), electing the account in which they want money invested. If no allocation is chosen, money will automatically be invested in the "G" fund.</u>

   a. **COMMANDING OFFICER'S RESPONSIBILITIES**.

     (1) When assisting an individual completing the form, the Marine must determine the percentage of basic pay, special pay, incentive pay, and bonus that will be contributed to TSP. The limit for basic pay contributions for CY 2002 is 7%. However, 100% of special pay, incentive pay, and bonuses may be contributed to the TSP, provided they do not exceed the Internal Revenue Code's maximum contribution. (Effective January 1, 2002, that limit is $11,000 per year. A higher cap applies to contributions from pay subject to combat tax exclusion.) Upon initial enrollment, money will be invested in the "G" fund (government securities)

     (2) **REPORTING INFORMATION.**   Marines must elect a base pay contribution before they can elect to have TSP deducted from their special pay, incentive pay and/or bonus. TSP contributions must be elected in whole percentages or as zero percent. Base pay percentage must be greater than '000' and the transaction must contain a valid address and report **TTC 473 000** to start a Marine's TSP deduction.   When TTC **473 002** is reported with a basic pay percentage of '000', the transaction will fail. **TTC 473 sequences 004, 006, and 008** will fail unless the Marine has an open active duty D850 remark or an open reserve D853 remark on file with a basic pay percentage greater than '000'.   To stop basic pay contributions, **TTC 473 011** must be reported. Initial enrollment (reporting of **TTC 473 000**) is limited to the TSP open season; however, individuals who are new accessions and Marines returning to active duty have 60 days

from the date of entry or reentry on active duty to make the election. Marines transferring between the active and reserve components als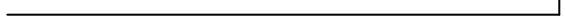o have 60 days from the time they change status to make an election.   Upon receipt of the TSP Form U-1, report TTC 473 as follows: (**NOTE: Upon certification and the MCTFS cycle processes of the Unit Diary (UD) the TSP Form U-1 will be returned to the individual member with the UD number and date**.)

TTC 473 000 CHAN TSP BP% ___ SP% ___ IN% ___ BONUS%___ ADDRESS _ _ _ _ _|

3-byte base pay percentage

3-byte special pay percentage

3-byte incentive pay percentage

3-byte bonus percentage
Address (25-byte street 1/40-byte street 2/20-byte city/2-byte state code/9-byte zip)
(NOTE: UD/MIPS will provide a drop-down list for the user to select the appropriate state code.)

TTC 473 002   CHAN TSP BP% ___|

3-byte base pay percentage

TTC 473 004   CHAN TSP SP% ___|

3-byte special pay percentage

TTC 473 006   CHAN TSP IN% ___|

3-byte incentive pay percentage

TTC 473 008   CHAN TSP BONUS% ___|

3-byte bonus percentage

TTC 473 010   CHAN TSP ADDRESS ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___|

Address (25-byte street 1/40-byte street 2/20-byte city/2-byte state code/9-byte zip)
(NOTE: UD/MIPS will provide a drop-down list for the user to select the appropriate state code.)

TTC 473 011   STOP ALL TSP|

   c.   **DFAS RESPONSIBILITY.** DFAS will be responsible for payment of lost earnings. If HQMC determines that the Marine is entitled to lost earnings, DFAS-PMCRF/KC is responsible for notifying NFC. Additionally, DFAS will be responsible for deductions from the Marine's pay account to repay any outstanding loans against TSP. Finally, **DFAS will be responsible for any combat zone tax exclusion adjustments (money invested that should have been tax**

exempt, and vice versa). Upon notification from field Finance/Disbursing Offices (FO/DO), DFAS-PMCRF/KC will notify NFC concerning the redistribution of previous contributions. (**For example, if the Marine should have been in a tax-exempt (CZTE) status for a month, but the CZTE entry was not reported in a timely manner, resulting in the TSP contribution for that specific month not being tax-exempt, then DFAS-PMCRF/KC, upon notification from the field FO/DO of this error, will notify NFC to reallocate those funds to the Marine's tax-exempt contributions.**)

2. **FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE COVERAGE (FSGLI).**

   a. Effective 1 November 2001, Marines who are insured under SGLI will have coverage extended to their family members. (Refer to MARADMIN 442/01 and the MISSA website for updated information as it becomes available.)

      (1) **CHILD COVERAGE.** Coverage for children of insured Marines is limited to $10,000, and coverage cannot be lowered or declined. There is no premium cost for child coverage. Coverage begins automatically on 1 November 2001, or on the date of birth if born after 1 November 2001, or, if the child is not the natural child of the Marine, the date on which the child acquires status as an insurable family member of the Marine. (See MCO P1741.3E, par. 1003, for further information on determining eligibility and complete definitions.)

      (2) **SPOUSE COVERAGE.** Coverage for spouses of insured Marines is automatic and is limited to $100,000. In no case may a spouse's coverage exceed that of the Marine. Premium costs will be based on the spouse's age, and the first premiums will be deducted from the Marine's pay on 15 November 2001. For Reserve Marines, the first premium payments will be deducted from the first payment for drills performed on or after 1 November 2001. Unlike member SGLI, Family SGLI coverage is automatic; there is no initial election form for family member coverage.

   b. Because coverage is automatic, reporting units will not need to report Spouse SGLI unless the Marine elects reduced (in increments of $10,000) or no coverage on their spouse. In that event, the Marine fills out SGLV form 8286A (available for download and print from the MISSA website.   Report TTC 309 001 upon receipt of SGLV 8286A. Additionally, ensure this information is **reported after 1 November but no later than 30 November 2001** to prevent premium deduction from the member's pay on 15 November 2001. Report as follows:

TTC 309 001   SPOUSE SGLI_____ ED _____|

2-byte coverage amount code ─────────────────────────┘
(i.e., 2 = $10,000; Enter one byte code per MCTFSPRIM,
then TAB. **DO NOT enter anything in the second byte.**)

Effective date (YYYYMMDD) ──────────────────────────────┘

NOTE: TTC 309, sequences 008 to 033, have been deleted. Member SGLI will be reported by using TTC 309 000 with the appropriate code from MCO P1080.40C, pages 8-55 – 57. When

reporting SGLI elections for mustering IRR individuals, reporting units will continue to use TTC 804, sequences 000-025.

3. **BASIC ALLOWANCE FOR SUBSISTANCE (BAS).** Effective January 1, 2002, enlisted members are entitled to a standard monthly BAS rate (similar to officer entitlement). Enlisted members attending Boot Camp and members going through initial officer training (officer candidate school, officer training school) who have no continuous prior enlisted service (active or reserve); these members will not be entitled to the monthly BAS rate. Enlisted members permanently assigned to single government quarters ashore, who are being subsisted-in-kind (issued a meal card), are entitled to the monthly BAS rate, but will be in an Essential Station Messing (ESM) status (includes enlisted members attending accession pipeline military training). Enlisted members assigned to ESM will be automatically charged for all meals made available (whether eaten or not) at the daily discounted meal rate per day for the entire month, and will net the member the difference between the monthly BAS rate and a monthly discounted meal rate.

    a. Enlisted members assigned to ESM when on leave, PCS, hospitalized, or TAD/TDY (NOT Sea Duty, Field Duty, Essential Unit Messing (EUM) or Group Travel), **"will not"** automatically have meal charges deducted from their pay.

    b. Members assigned to ESM who are TAD/TDY to Sea Duty, Field Duty, EUM or Group Travel, **"will continue"** to have the discounted meal rate automatically deducted from their pay. The 25 percent rule for the first and last day of such assignment **will not apply**.

    c. **Enlisted Members Not Issued a Meal Card.** Enlisted members performing duty at an ashore installation (not field duty or essential unit messing, group travel or attending accession pipeline military training) and not assigned ESM (not issued a meal card) will be entitled to the monthly BAS rate. When using a government mess they will pay for meals at the standard meal rate. When assigned TAD/TDY to Sea Duty, Field Duty, EUM or Group Travel, they will pay for meals by payroll deductions at the discounted meal rate. The 25 percent rule for the first and last day of such assignment **will apply**.

4. **UNIQUE PAY STATUS TRANSACTION REPORT (UPSTR).** The UPSTR will eliminate System Exception Reports (SER) and will be produced each MCTFS cycle. The report will pertain to a Marine's pay status when UA, IHCA, IHFA, To/From Confinement entries, Appellate Leave and Time Lost entries are reported. The UPSTR will provide much more information concerning Time Lost entrie, which will no longer appear on the Advisory File (ADF) or the Inconsistent Conditions Report (ICR). Desk Top procedures will appear in the below Appendixes in the MCTFS APSM (DFAS 7220.31-R) and will provide guidance regarding how to work, correct, and maintain the accounts that appear on the reports to Disbursing and Finance personnel as follows:

    a. Appendix L - Advisory File Report (ADF).

    b. Appendix K - Inconsistent Condition Report (ICR).

    c . Appendix M - Unique Pay Status Transaction Report (UPSTR).

5. The following modifications and deletions have been made to the ICR:

   a. Modify ICR D01. Member reenlisted CofG, review and adjust the account if applicable to prevent Marines reenlisting in a 3 month window from having an ICR generated a month early.

   b. Modify ICR D24. Member has excess leave period and received an annual CRA payment. Credit half-day of CRA if applicable, to generate during the month the annual installment of CRA is being paid when an excess leave period overlaps or is inclusive of the period the CRA is being paid.

   c. Delete ICR D09 (Initial Join (TTC 022)). The amount carried-forward is $50 or more, and create a DO/FO advisory message when TTC 022 is processed and the carried-forward amount is greater than $10.00 or less than minus $10.00.

   d. Delete ICR D05. Member in family type government quarters, transferred on or after date of detachment but prior to joining the new PDS.

   e. Delete ICR D08. Time lost reported: verify member's account for periods of non-accrual and make necessary adjustments.

   f. Delete ICR D17. Member in confinement beyond ECC: verify entitlement to pay and allowances.

6. **STRT STATE WAGES (TTC 565) ADVISORY.** When TTC 565 is reported it updates a member's State YTD taxable wages. When Strt Tax Wages YTD (TTC 618) and TTC 565 have been reported within the same MCTFS cycle, the advisory message will now only be generated when TTC 565 has not been reported or has failed.

7. **BROKEN SERVICE SELECTION/REENLISTMENT BONUS (BSSRB) AND SELECTIVE REENLISTMENT BONUS (SRB) AUTOMATED ON PRECOMPUTATION SCREEN.** The 'Option 3' reflects the new Reenlistment Option for reenlisting in "years and months" of active duty service. When 'Option 3' is selected the computation will be as follows: The SRB entitlement will equal the base pay x years and the month fraction x the SRB multiple. Currently, 'Option 3' on the SRB Pre-computation Screen limits the user to enter only the number of years for a period of reenlistment. If a Marine is not entitled to the full 4 years (48 months) of a SRB payment, 'Option 3' cannot be utilized to compute the payment, and the SRB must be manually computed (refer to PAAN 49-00 and PAAN 56-00).

8. **NEW PAY CODES FOR $250,000 SGLI HAVE BEEN ESTABLISHED FOR A 1-DAY MUSTER DUTY COVERAGE.**

Pay Item Description	OFF	ENL	TAX CODE
SGLI (1-day muster $1.00/$250,000)	56168	56268	4

NOTE: When reporting SGLI elections for mustering IRR individuals, reporting units will continue to use TTC 804, sequences 000-025.

9. **BOND AND ALLOTMENT MANUAL.** Effective with SR 2-01 (October 2001), DFAS-KC 7220.45-R (Bond and Allotment Manual) will be cancelled. The contents of the Bond and Allotment Manual have been incorporated into the MCTFS APSM (DFAS-KC 7220.31-R) as new Chapters 23, 24, 25 and Appendixes N, O, P, Q, and R. The MCTFS APSM has been updated for SR 2-01 and is available on the internet at:
https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/722031r/

APPENDIX A
TFS MASTER CUDDB

SSN
LAST NAME
FIRST NAME
MID INITIALS
INITIALS
ACTIVE DUTY FLAG
ADDL TEMP REPORTING UNIT CODE
COMMAND REPORTING UNIT CODE
COMPONENT CODE
DATE OF BIRTH
ESTIMATED ARRIVAL DATE
FAP REPORTING UNIT CODE
FUTURE MONITORED COMMAND CODE
FUTURE REPORTING UNIT CODE
FUTURE TRNG LOC ARRIVAL DATE
FUTURE TRNG LOC MNTRD CMD CD
INTERMEDIATE MONITOR CMD CODE
INTERM MONITOR CMD ARRIVAL DT
PRESENT GRADE CODE
PRESENT MONITORED COMMAND CODE
PRESENT REPORTING UNIT CODE
RECORD STATUS CODE
RESERVE COMPONENT CODE
RESERVE MONITORED COMMAND CODE
SEX
TEMPORARY REPORTING UNIT CODE